



UNITED STATES MARINE CORPS

HEADQUARTERS COMPANY
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3600 HOCHMUTH AVENUE
SAN DIEGO, CALIFORNIA 92140-5194

IN REPLY REFER TO:

1000

HQCO/jas

19 Sep 05

Company Policy Letter 1-05

From: Commanding Officer

To: All Hands

Subj: POLICY AND PROCEDURES FOR ASSIGNMENT OF CONDUCT AND
PROFICIENCY MARKS RECOMENDATIONS

Ref: (a) MCO P1070.12K w/ch1 Individual Records Administration Manual (IRAM)
(b) MCO P Marine Corps Separations and Retirement Manual
(c) Battalion SOP for Marine Online

Encl: (1) IRAM Proficiency and Conduct Tables
(2) Company Guidelines For Assigning Proficiency And Conduct Marks
(3) Proficiency and Conduct Mark Worksheet
(4) Proficiency and Conduct Mark Justification Worksheet

1. Purpose. To publish instructions and guidelines for processing proficiency and conduct marks and provide a standard for the assignment of proficiency and conduct marks within Headquarters Company, Headquarters and Service Battalion, Marine Corps Recruit Depot, San Diego.

2. Scope. All sections are directed to follow the below policy and procedures when processing Proficiency and Conduct marks per reference (a).

3. General. Headquarters Company is comprised of many different sections, each with a separate mission in support of accomplishing the goal of recruiting and making Marines. The intent of the Commander is to provide procedures that facilitate the process of recommending and assigning proficiency and conduct marks and to set a uniform standard by which to judge the proficiency and conduct of all Marines in the company. Reference (a) and (c) provides guidelines and procedures for the recording and submission of duty proficiency and conduct marks as set forth by the Commandant of the Marine Corps and the Battalion Commander. It is imperative that the quality and performance of each Marine in Headquarters Company is properly reflected in their proficiency and conduct marks. Per reference (b) proficiency and conduct marks are the primary measure by which a Marine's characterization of service is determined by the separation authority. Minimum acceptable average proficiency and conduct markings during an enlistment are **3.0** and **4.0** respectively. In order to maintain the quality and honor of an Honorable Discharge characterization, Section Leaders shall adhere to the standards set forth in enclosures (1) and (2) when making their recommendations.

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4. Action.

a. Semi-Annual Marks. Ten working days prior to the close of the semi-annual period section leaders shall ensure recommended proficiency and conduct mark recommendations are entered into Marine Online (MOL) and provide the Company First Sergeant with recommended proficiency and conduct marks for each Marine in their section via enclosure (3). The section leader will provide a statement for each quality or trait mark of “excellent” or “outstanding” and complete enclosure (4) for any recommended proficiency and conduct marks above 4.6 or below 4.3. Any proficiency marks below a 3.0 or conduct marks below a 4.0 must be supported by a page 11 entry. Five working days prior to the close of the reporting period the Company First Sergeant will inform the section chiefs via email of any changes to the recommended proficiency and conduct marks so that the Section Leaders and Chiefs can discuss concerns with the Company Commander or First Sergeant. Final proficiency and conduct marks will be assigned two working days prior to the close of the reporting period.

b. Promotion or Reduction Marks. The Section Chief shall prepare proficiency and conduct marks occasion in MOL and report the occasion to the Company First Sergeant three working days prior to the reporting occasion. Additionally, the section leaders will prepare recommended proficiency and conduct marks using enclosure (3). For recommended proficiency and conduct marks above 4.6 or below 4.3, section leaders will complete enclosure (4) and forward to the Company First Sergeant. The Company First Sergeant will inform the section chief via email of any changes to the recommended proficiency and conduct marks prior to their assignment.

c. Discharge, Transfer or TAD Marks. The Section Chief shall prepare proficiency and conduct mark occasion in MOL system and report the occasion to the Company First Sergeant. The section leaders will prepare recommended proficiency and conduct marks using enclosure (3) and report the results via MOL. For recommended proficiency and conduct marks above 4.6 or below 4.3, section leaders will complete enclosure (4). The Company First Sergeant will inform the section chief via email of any changes to the recommended proficiency and conduct marks prior to their assignment. The Marine shall report to the Company Office with his checkout sheet, enclosure (3) signed by the Section Leader, and enclosure (4), if applicable.

d. Grievance Procedures. The purpose of the policy and procedures set forth in this letter are to minimize disparities between recommended marks and the assigned marks. To further minimize any disparities sections are encouraged to use enclosure (4) to support their recommendations. If a section has a grievance with the final marks assigned by the Company Commander, the Section Chief’s first response should be to contact the Company First Sergeant via e-mail (primary) and then by phone (alternate). If a satisfactory resolution still cannot be reached, then sections may contact the Company Commander for final resolution.

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5. This policy letter is effective on the date signed.

A handwritten signature in black ink, appearing to read "J. A. Stevenson", with a stylized flourish extending to the right.

J. A. STEVENSON

IRAM PROFICIENCY AND CONDUCT TABLES

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF PROFICIENCY
0.0 to 1.9	Unacceptable	Does unacceptable work in most duties, generally undependable; needs considerable assistance and close supervision on even the simplest assignment
2.0 to 2.9	Unsatisfactory	Does acceptable work in some of the duties but cannot be depended upon. Needs assistance and close supervision on all but simplest assignments.
3.0 to 3.9	Below Average	Handles routine matters acceptably but needs close supervision when performing duties not of a routine nature.
4.0 to 4.4	Average	Can be depended upon to discharge regular duties thoroughly and competently but usually needs assistance in dealing with problems not of a routine nature.
4.5 to 4.8	Excellent	Does excellent work in all regular duties, but needs assistance in dealing with extremely difficult or unusual assignments.
4.9 to 5.0	Outstanding	Does superior work in all duties. Even extremely difficult or unusual assignments can be given with full confidence that they will be handled in a thoroughly competent manner.

IRAM PROFICIENCY AND CONDUCT TABLES

MARK	CORRESPONDING ADJECTIVE RATING	STANDARDS OF CONDUCT
0.0 to 1.9	Unacceptable	Habitual offender. Conviction by general, special or more than one summary court-martial. Give a mark of "0" upon declaration of desertion Ordered to confinement pursuant to sentence of court-martial Two or more punitive reductions in grade.
2.0 to 2.9	Unsatisfactory	No special court-martial. Not more than one summary court-martial. Not more than two nonjudicial punishments. Punitive reduction in grade.
3.0 to 3.9	Below Average	No court-martial. Not more than one nonjudicial punishment. No favorable impression of qualities listed in paragraph 4007.6a Failure to make satisfactory progress while assigned to the Body Composition Program. Conduct such as not to impair appreciably one's usefulness or the efficiency of the command, but conduct not sufficient to merit an honorable discharge.
4.0 to 4.4	Average	No offences. No unfavorable impression as to attitude, interests, cooperation, obedience, after-effects of intemperance, courtesy and consideration, and observance of regulations.
4.5 to 4.8	Excellent	No offenses. Positive favorable impressions of the qualities listed in paragraph 4007.6a. Demonstrates reliability, good influence, sobriety, obedience, and industry.
4.9 to 5.0	Outstanding	No offences. Exhibits to an outstanding degree the qualities listed in paragraph 4007.6a. Observes spirit as well as letter of orders and regulations. Demonstrates positive effect on others by example and persuasion.

GUIDELINES FOR ASSIGNING PROFICIENCY AND CONDUCT MARKS

1. Purpose. This document provides basic guidelines for recommended proficiency and conduct marks by section leaders of Headquarters Company, Headquarters and Service Battalion, Marine Corps Recruit Depot, San Diego for Marines in their section.

2. Conduct Markings.

a. When assigning duty conduct marks, use a scale of zero to five. In addition to the definition provided in reference (a), the term “conduct” includes conformance to accepted usage and custom, and positive contributions to unit and Corps. General bearing, attitude, interest, reliability, courtesy, cooperation, obedience, adaptability, influence on others, moral fitness, physical fitness as evidenced by clean and temperate habits, participation in unit activities not related directly to unit mission and off-duty volunteer activities, are all factors of conduct and should be considered in evaluating the Marine. The mark assigned, after consideration of these qualities should represent a fair objective evaluation of the Marine’s conduct for the marking period. Assignment to the body composition program is another factor, which should be considered when assigning conduct marks. The Commandant dictates in reference (b) that the minimum average conduct mark is a 4.0.

b. In addition to the standards listed in enclosure (1), the following guidance applies to assignment of duty conduct marks to Marines stationed at Headquarters Company, Headquarters and Service Battalion, Marine Corps Recruit Depot, San Diego.

(1) The majority of duty conduct marks should be in the range of 4.3-4.6. It is my policy that Marines who do not have documented incidents of misconduct at the company level should fall within this range. Marines who have documented incidents of misconduct at the section level should fall at the bottom of this range. Marines who are selected or nominated as Company Marine of the Quarter or NCO of the Quarter or have been nominated for meritorious promotion should fall at the top of this range.

(2) Marines who are nominated by the Battalion for a meritorious promotion board or who are selected or nominated as a Battalion or Depot Marine of the Quarter or NCO of the Quarter, normally should receive duty conduct marks in the range of 4.7-4.8.

(3) Marines who win a meritorious board for the Depot normally should receive a duty conduct mark in the range of 4.8-5.0.

(4) A documented incident of misconduct or formal counseling at the Company level indicates conduct that is more severe than conduct that is not documented at the company level. Therefore, those Marines that have documented incidents of misconduct at the company should receive marks below a 4.3.

(5) Documentation is necessary to support marks that fall outside these guidelines.

3. Duty Proficiency Markings

a. When assigning duty proficiency marks, use a scale of zero to five. The mark should indicate how well a Marine performed their primary duty during the marking period. "The whole Marine concept" must be considered in addition to technical skills and specialized knowledge, when calculating duty proficiency marks. Such attributes as mission accomplishment, leadership, intellect and wisdom, individual character, physical fitness, personal appearance should be considered in the assignment of proficiency marks. Additionally, ensure to take into consideration the amount of Marine Corps Institute courses the Marine has completed during the reporting period; off-duty education (particularly if it pertains directly the Marine's occupational specialty); primary weapon qualifications scores; and battle skills testing scores. Due allowance should be made when a Marine is filling a billet inconsistent with the Marine's grade. The section head should consult with the officer or senior noncommissioned officer who supervises the Marine's performance of duty prior to recommending proficiency marks. The Commandant dictates in reference (b) that the minimum average proficiency mark is a 3.0.

b. In addition to the standards listed in enclosure (1), the following guidance applies to assignment of duty proficiency marks to Marines stationed at Headquarters Company, Headquarters and Service Battalion, Marine Corps Recruit Depot, San Diego.

(1) The majority of duty proficiency marks should be in the range of 4.3-4.6. Marines who are selected or nominated as Company Marine of the Quarter or NCO of the Quarter or have been nominated for meritorious promotion should fall at the top of this range. Likewise, Marines who have difficulty in maintaining military standards of proficiency, which are not documented at the Company level as determined by their sections should fall within the bottom of this range.

(2) Marines who are nominated for a meritorious promotion board or who are selected or nominated, as a Battalion or Depot Marine of the Quarter or NCO of the Quarter, normally should receive duty proficiency marks in the range of 4.7-4.8. Additionally, if Marines whose proficiency during the period merited an impact award for a Navy Achievement Medal or above should receive duty proficiency marks within this range. It is expected that section leaders properly recognize Marines who have achieved this level of proficiency with an appropriate documented accolade (i.e. meritorious mast, certificate of commendation or other personal award).

(3) Marines who win a meritorious board for the Depot normally should receive a duty proficiency mark in the range of 4.8-5.0. Marines who have been awarded an impact award of a Navy Commendation or higher for their efforts during the reporting period should also fall into this range.

(4) Marines who demonstrate a level of proficiency that does not fall below average, but is below the standard set in paragraph 3.b(1) above, should be counseled by the company and given guidance on how to improve the level of proficiency.

PROFICIENCY AND CONDUCT MARK JUSTIFICATION WORKSHEET

NAME _____ RANK _____ SSN _____

PERIOD COVERED: _____ TO _____ PREVIOUS PRO: _____ CON: _____

CURRENT BILLET AND BILLET DESCRIPTION: _____

AWARDS RECEIVED DURING LAST 6 MONTHS

PERSONAL DECORATIONS: _____

UNIT/SERVICE AWARDS: _____

OTHER AWARDS: _____

MERIT PROMO/NCO/MARINE OF THE QUARTER ETC: _____

QUALIFICATIONS

	PFT	RIFLE	PISTOL	BST	SWIM
SCORE	_____	_____	_____	_____	_____
CLASS	_____	_____	_____	_____	_____
DATE	_____	_____	_____	_____	_____

PME/OFF DUTY EDUCATION DURING LAST 6 MONTHS

MCI COURSES COMPLETED: _____

FORMAL SCHOOLS: _____

OFF DUTY EDUCATION: _____

ADVERSE REMARKS

DISCIPLINARY ACTIONS IN THE LAST 6 MONTHS

PAGE 11: _____

NJP(S): _____

COURTS MARTIAL: _____

PFT FAILURE: _____

WEIGHT CONTROL: _____

PERSONAL APPEARANCE: _____

Name _____ SSN/MOS _____ / _____ Rank _____

Plt _____ Occasion _____ Marking Period _____ to _____

Note: Round to the nearest tenth i.e. 4.56 = 4.6

Conduct:

	-0.214	-0.175	0.025	0.05	0.075	0.1	
TRAITS/QUALITIES	UN	POOR	FAIR	GOOD	EXCELLENT	OUTSTANDING	TOTAL
Military Bearing							
Attitude/Enthusiasm							
Reliability							
Influence on Others							
Military Courtesy							
Cooperation/Adaptability							
Obedience							
Moral Fitness							
Participation in Activities							
Integrity							

Note: Conduct mark below **4.0** should be supported by a page 11 entry.

Total Points

plus

Conduct Mark

0

4

4

Proficiency:

	-0.11	-0.05	0.1	0.15	0.175	0.2	
TRAITS/QUALITIES	UN	POOR	FAIR	GOOD	EXCELLENT	OUTSTANDING	TOTAL
Primary Duty							
Marksmanship		0-24	25-34	35-39	40-50	50-60	
PFT		0-134	135-174	175-224	225-284	285-300	
Leadership							
Followership							
Initiative							
Judgement							
Dependability							
Loyalty							
Personal Appearance							

Note: Proficiency mark below **3.0** should be supported by a page 11 entry.

Total Points

Plus

Proficiency Mark

0

3

3

SNCOIC RECOMMENDATION: PRO:_____ CON:_____
COMMENTS:

SIGNATURE_____

SECTION CHIEF RECOMMENDATION: PRO:_____ CON:_____
COMMENTS:

SIGNATURE_____

OIC RECOMMENDATION: PRO:_____ CON:_____
COMMENTS:

SIGNATURE_____

CO 1STSGT RECOMMENDATION: PRO:_____ CON:_____
COMMENTS:

SIGNATURE_____

COMMANDING OFFICERS RECOMMENDATION: PRO:_____ CON:_____
COMMENTS:

SIGNATURE_____

SUBJECT NAMED MARINE COUNSELED ON _____ CONCERNING HIS/HER
PROFICIENCY AND CONDUCT.

COUNSELOR NAME/RANK/SIGNATURE_____

SNM SIGNATURE_____